

ARLINGTON PUBLIC SCHOOLS

In accordance with the provisions of the Massachusetts General laws, Chapter 30A, Section 20, notice is hereby given for the following meeting of the:

**Arlington School Committee
Standing Subcommittee: Budget
Thursday, May 21, 2020
11:00 AM**

Conducted by Remote Participation

<https://www.mass.gov/doc/order-suspending-certain-provision-of-open-meeting-law/download>

Open Meeting

Hi there,

You are invited to a Zoom webinar.

When: May 21, 2020 11:00 AM Eastern Time (US and Canada)

Topic: Budget Subcommittee

Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_81TzKs-XT_mbv1BD_iLRuA

After registering, you will receive a confirmation email containing information about joining the webinar.

Public Comment

Members of the public are asked to send written comment to kfitzgerald@arlington.k12.ma.us at least one hour before the meeting.

Approval of minutes of May 13, 2020

FY 20 Budget Discussion

- *updates resulting from COVID-19*
- *fee refunds*

FY 21 Budget Discussion

- *updates resulting from COVID-19*
- *other FY 21 Budget issues*

FY22+ Budget Discussion

Old business

New Business

Future Agenda items

Adjournment

The listings of matters are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Stated times and time amounts, listed in parenthesis, are the estimated amount of time for that particular agenda item. Actual times may be shorter or longer depending on the time needed to fully explore the topic.

Submitted by Kirsi Allison-Ampe, MD, Chair

Massachusetts law requires all open session meetings of public bodies to be accessible to members of the public, including those with disabilities. If you need reasonable accommodations in order to participate in the meeting, contact the Administrative Assistant to the Arlington School Committee Karen Fitzgerald at kfitzgerald@arlington.k12.ma.us in advance of the meeting.



Town of Arlington, Massachusetts

Meeting Location

Summary:

Conducted by Remote Participation

<https://www.mass.gov/doc/order-suspending-certain-provision-of-open-meeting-law/download>



Town of Arlington, Massachusetts

Open Meeting

Summary:

Hi there,

You are invited to a Zoom webinar.

When: May 21, 2020 11:00 AM Eastern Time (US and Canada)

Topic: Budget Subcommittee

Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_81TzKs-XT_mbv1BD_iLRuA

After registering, you will receive a confirmation email containing information about joining the webinar.

ATTACHMENTS:

Type	File Name	Description
❑ Reference Material	Remote_Participation_Checklist_for_COVID-19_Emergency_(00022229xA050C)_(1).pdf	Remote Participation
❑ Reference Material	Remote_Meeting_Script_(00022231xA050C)_(1).pdf	Remote script
❑ Reference Material	Supplement_re_Remote_Participation_During_Coronavirus_State_of_Emergency_-Checklist_and_Script.pdf_(00022235xA050C)_(1)_(1).pdf	Remote Participation

REMOTE PARTICIPATION MEETING CHECKLIST

In Advance of Meeting

- All non-emergency items properly posted *at least* 48 hours in advance
- “Executive Order on Remote Participation” is posted with agenda
- All members received the same documents for meeting
- Supporting documents posted on Novus or Town website (does not have to be 48 hours in advance unless required by law)
- For meetings with public participation, encourage written public comments

Initiating Meeting

- Confirm that all Members are present and can hear each other
- Read Preamble to Remote Meetings
- Note materials for meeting available online through Novus or Town website for the public
- Introduce all members, staff, and persons on the agenda
- Cover “ground rules”

For “Zoom” Meetings

- Disable Chat Function for Participants
- Click “Record Meeting”
- Advise Participants that Meeting is Being Recorded
- Caution Participants About Screen Sharing

During Meeting

- Each speaker states their name before each presentation, comment, or question
- All votes taken by roll call
- Meeting Minutes reflect remote status

Technical Difficulties

- If technical difficulties arise, Chair suspends meeting while attempts to resolve are made
- Keep accurate minutes noting any disconnections and reconnections of members

DRAFT SCRIPT FOR REMOTELY CONDUCTED OPEN MEETINGS

Confirming Member Access:

As a preliminary matter, this is [identify meeting manager – Chair, support staff, etc.]. Permit me to confirm that all members and persons anticipated on the agenda are present and can hear me.

- Members, when I call your name, please respond in the affirmative. *State each members' name.*
- Staff, when I call your name, please respond in the affirmative. *State each staff members' name.*
- Anticipated Speakers on the Agenda, please respond in the affirmative. *State each anticipated speakers' name.*

Introduction to Remote Meeting:

Good morning/afternoon/evening. This Open Meeting of [Insert Public Body Name] is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of the "COVID-19 Virus."

In order to mitigate the transmission of the COVID-19 Virus, we have been advised and directed by the Commonwealth to suspend public gatherings, and as such, the Governor's Order suspends the requirement of the Open Meeting Law to have all meetings in a publicly accessible *physical* location. Further, all members of public bodies are allowed and encouraged to participate remotely.

The Order, which you can find posted with agenda materials for this meeting allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting.

Ensuring public access does not ensure public participation unless such participation is required by law. This meeting [will/will not] feature public comment.

For this meeting, [Insert Public Body Name] is convening by [telephone conference/video conference via Zoom App/Facebook Live/etc.] as posted on the Town's Website identifying how the public may join.

For “Zoom” Meetings

Please note that this meetings is being recorded, and that some attendees are participating by video conference.

Accordingly, please be aware that other folks may be able to see you, and that take care not to “screen share” your computer. Anything that you broadcast may be captured by the recording.

Meeting Materials

***For Novus Agenda-Supported Meetings:** All of the materials for this meeting, except any Executive Session materials, are available on the Novus Agenda dashboard, and we recommend the members and the public follow the agenda as posted on Novus unless I/The Chair notes otherwise.

***For Non-Novus Supported Meetings:** All supporting materials that have been provided members of this body are available on the Town’s website unless otherwise noted. The public is encouraged to follow along using the posted agenda unless I/The Chair notes otherwise.

Meeting Business Ground Rules

We are now turning to the first item on the agenda. Before we do so, permit me to cover some ground rules for effective and clear conduct of our business and to ensure accurate meeting minutes.

- I/the Chair, will introduce each speaker on the agenda. After they conclude their remarks, the Chair will go down the line of Members, inviting each by name to provide any comment, questions, or motions. Please hold until your name is called. Further,

- Please remember to mute your phone or computer when you are not speaking;
 - Please remember to speak clearly and in a way that helps generate accurate minutes
- For any response, please wait until the Chair yields the floor to you, and state your name before speaking.
- If members wish to engage in colloquy with other members, please do so through the Chair, taking care to identify yourself.
- For Items with Public Comment:
 - The Chair will first ask members of the public who wish to speak to identify their names and addresses only;
 - Once the Chair has a list of all public commentators, I will call on each by name and afford 3 minutes for any comments.
- Finally, each vote taken in this meeting will be conducted by roll call vote.

[Any additional preliminary comments tailored to meetings]



Town of Arlington Legal Department

Douglas W. Heim
Town Counsel

50 Pleasant Street
Arlington, MA 02476
Phone: 781.316.3150
Fax: 781.316.3159
E-mail: dheim@town.arlington.ma.us
Website: www.arlingtonma.gov

To: Select Board

Cc: Town Committees and Commissions; Adam Chapdelaine, Town Manager; John Leone, Town Moderator

From: Douglas W. Heim, Town Counsel

Date: March 18, 2020

Re: Supplement – Remote Meeting Checklist and Guidance

Please receive this Supplement to the Memoranda from this Office of March 11, 2020, and March 13, 2020 regarding the Town’s options for conducting meetings during the coronavirus (or “COVID-19”) State of Emergency in the Commonwealth.

As you will recall, meetings by telephone or video conference during the State of Emergency may proceed with all participants engaging remotely, so long as “alternative means of public access” is provided.¹ Public access can be provided by allowing the public to call in or otherwise join meetings remotely so that they can see and/or hear what takes place at remote participation meetings. To assist you in availing yourselves of these options, this Office has developed a checklist and script for Chairs and administrative support staff for remotely

¹ Certain hearings require additional consideration where public comment and/or participation is required.

conducted open meetings which you will find attached. These documents are intended as guides primarily to ensure the following:

- Accurate meeting minutes can be recorded;
- All other requirements of the Open Meeting Law are met;
- The public understands the modifications to the Open Meeting Law during the State of Emergency; and
- Chairs are able to effectively used new technologies such as the “Zoom” app effectively.

Please keep in mind that unlike some other users of teleconference or videoconference technology, it is essentially that a government body’s business can be accurately understood and recorded in meeting minutes, and that the public can follow along.

If specific circumstances of your meeting require further counsel, such as conducting an executive session by remote meeting, please contact this Office at your convenience for further support.



Town of Arlington, Massachusetts

Public Comment

Summary:

Members of the public are asked to send written comment to kfitzgerald@arlington.k12.ma.us at least one hour before the meeting.



Town of Arlington, Massachusetts

Approval of minutes of May 13, 2020



Town of Arlington, Massachusetts

FY 20 Budget Discussion

Summary:

- updates resulting from COVID-19
- fee refunds

ATTACHMENTS:

Type	File Name	Description
<input checked="" type="checkbox"/> Budget Document	Refund_Update.pdf	refund update 5 21 2020

COVID-19 Closure Refund Update

Department	# of Refunds	Est Refund Total	Comments
Athletics (Spring 2020)	217	49,200.00	Process Started - Processed 171 Totaling \$37,400.00
Menotomy Preschool Tuition (Prorated)	46	53,974.23	Pending Director Approval. Goal is to start processing this week.
Menotomy Preschool Before and After (Prorated)	12	11,155.00	May be up to \$15K of refunds. Pending Director Approval. Goal is to start processing this week.
After School (School Year)	0	-	Refund 1/2 April Payment per SC - Process Started.
After School (Summer)	0	-	Still being determined until a decision is made on if the program will run.
Bus Fees (Bishop) # of refunds = Single/Families Grouped	80	8,782.22	Pending review from Transportation Manager. Goal is to start processing beginning of next week.
Bus Fees (Gibbs) # of refunds = Single/Families Grouped	25	2,400.00	Pending review from Transportation Manager. Goal is to start processing beginning of next week.
Music Fees	0	-	25% Fee refund/credit from the date of closure is in the process of being calculated with director.
Guidance (PSAT'S)	0	-	No refunds - tests will be taken remotely
Guidance (Survival)	0	-	No refunds - event occurred
Daycare (Sue B)	0	-	No refunds - Parents paid voluntarily for April. No invoicing for May and June.
Building Rentals (Karen L)	3	29,112.71	Pending credits will be issued for future rent payments to vendors.
Foreign Exchange	0	TBD	
Food Services	0	-	Refunds will occur if requested. Seniors balance transfers if sibling in district. All balances will roll over to next school year.
Refunds Estimated Total	275	154,624.16	



Town of Arlington, Massachusetts

FY 21 Budget Discussion

Summary:

- updates resulting from COVID-19
- other FY 21 Budget issues

ATTACHMENTS:

Type	File Name	Description
<input type="checkbox"/> Budget Document	Pandemic_Models.pdf	Pandemic Models 5 21 2020
<input type="checkbox"/> Budget Document	FY21_Scenarios_v1.pdf	FY 21 Scenarios v1

Pandemic FY21 Budget Models

Option 1 - Reduce FY21 Increase by 10% - Reduction in Superintendent's budget by \$460K

Description of Exxpense	FY20 Budget	Reductions	Wage Increases	Additions	FY21 Budget	Variance
01 - Administrative Salaries	5,238,478.00	-	105,153.00	105,000.00	5,448,631.00	210,153.00
02 - Teacher Salaries and other Professional Salaries	40,817,729.00	-	2,038,861.00	1,275,090.00	44,131,680.00	3,313,951.00
03 - Non-Professional Salaries	4,841,569.00	-	239,490.00	175,000.00	5,256,059.00	414,490.00
04 - Clerical Salaries	2,168,574.00	-	65,986.00		2,234,560.00	65,986.00
05 - Other Salaries	5,729,689.00	-	187,621.00	99,000.00	6,016,310.00	286,621.00
06 - Stipends	302,112.00	-	14,196.00		316,308.00	14,196.00
07 - Services and Supplies	1,164,139.00	-	-	128,000.00	1,292,139.00	128,000.00
08 - Professional Development	337,978.00	-	-		337,978.00	-
09 - Utilities	1,082,155.00	-	-	317,077.00	1,399,232.00	317,077.00
10 - Contracted Services	1,014,843.00	-	-		1,014,843.00	-
11 - Other Expenses	1,620,502.00	-	-	136,000.00	1,756,502.00	136,000.00
12 - Computers and Software	19,342.00	-	-		19,342.00	-
13 - OOD Tuition & Transportation	7,090,029.00	(743,421.00)	-		6,346,608.00	(743,421.00)
Grand Total	71,427,139.00	(743,421.00)	2,651,307.00	2,235,167.00	75,570,192.00	4,143,053.00

Option 2 - Level Funded Budget - Budget same as FY20

Description of Expense	FY20 Budget	Reductions	Wage Increases	Additions	FY21 Budget	Variance
01 - Administrative Salaries	5,238,478.00	-	104,486.00	-	5,342,964.00	104,486.00
02 - Teacher Salaries and other Professional Salaries	40,817,729.00	(952,162.00)	1,962,750.00	-	41,828,317.00	1,010,588.00
03 - Non-Professional Salaries	4,841,569.00	(170,653.00)	191,101.00	-	4,862,017.00	20,448.00
04 - Clerical Salaries	2,168,574.00	(899.00)	63,419.00	-	2,231,094.00	62,520.00
05 - Other Salaries	5,729,689.00	(9,553.00)	149,525.00	-	5,869,661.00	139,972.00
06 - Stipends	302,112.00	(75.00)	-	-	302,037.00	(75.00)
07 - Services and Supplies	1,164,139.00	(116,416.00)	-	-	1,047,723.00	(116,416.00)
08 - Professional Development	337,978.00	(33,798.00)	-	-	304,180.00	(33,798.00)
09 - Utilities	1,082,155.00	-	-	-	1,082,155.00	-
10 - Contracted Services	1,014,843.00	(101,485.00)	-	-	913,358.00	(101,485.00)

Pandemic FY21 Budget Models

11 - Other Expenses	1,620,502.00	(162,054.00)	-	-	1,458,448.00	(162,054.00)
12 - Computers and Software	19,342.00	(1,934.00)	-	-	17,408.00	(1,934.00)
13 - OOD Tuition & Transportation	7,090,029.00	(922,252.00)	-	-	6,167,777.00	(922,252.00)
Grand Total	71,427,139.00	(2,471,281.00)	2,471,281.00	-	71,427,139.00	-

Option 3 - Level Service Budget - FY20 budget with funding for salary increases

Description of Expense	FY20 Budget	Reductions	Wage Increases	Additions	FY21 Budget	Variance
01 - Administrative Salaries	5,238,478.00	-	104,486.00	-	5,342,964.00	104,486.00
02 - Teacher Salaries and other Professional Salaries	40,817,729.00	-	2,007,233.00	-	42,824,962.00	2,007,233.00
03 - Non-Professional Salaries	4,841,569.00	-	199,063.00	-	5,040,632.00	199,063.00
04 - Clerical Salaries	2,168,574.00	-	63,419.00	-	2,231,993.00	63,419.00
05 - Other Salaries	5,729,689.00	-	149,525.00	-	5,879,214.00	149,525.00
06 - Stipends	302,112.00	-	-	-	302,112.00	-
07 - Services and Supplies	1,164,139.00	-	-	-	1,164,139.00	-
08 - Professional Development	337,978.00	-	-	-	337,978.00	-
09 - Utilities	1,082,155.00	-	-	-	1,082,155.00	-
10 - Contracted Services	1,014,843.00	-	-	-	1,014,843.00	-
11 - Other Expenses	1,620,502.00	-	-	-	1,620,502.00	-
12 - Computers and Software	19,342.00	-	-	-	19,342.00	-
13 - OOD Tuition & Transportation	7,090,029.00	-	-	-	7,090,029.00	-
Grand Total	71,427,139.00	-	2,523,726.00	-	73,950,865.00	2,523,726.00

Scenarios

1. FinComm Original Budget

What If Summary Page.							
	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Revenue	161,278,001	171,938,647	179,345,344	185,205,374	192,060,469	197,053,842	190,339,801
Expenses	161,278,001	171,938,647	179,345,344	185,205,374	192,060,469	200,566,095	210,010,289
Balance: Surplus or (Deficit)	0	0	0	0	0	(3,512,253)	(19,670,488)
Stabilization Fund Balance	21,224,443	26,293,049	26,854,089	21,015,011	10,863,158	0	0
Stabilization Fund (Use) or Deposit	(2,786,331)	5,068,606	561,040	(5,839,078)	(10,151,853)	0	0
Override (Enter an Amount)							
Years before next override							
Avg. Single Family Tax Impact		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
School Additions		\$600,000	\$600,000	\$800,000	\$800,000		
Town Additions		\$250,000					
New Growth*	0						

2. 20% Cut in Ch. 70 and UGGA from Governor's original figures, 1% growth thereafter.

What If Summary Page.							
	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Revenue	161,278,001	171,938,647	178,784,304	185,151,565	186,976,341	180,194,592	184,283,748
Expenses	161,278,001	171,938,647	178,784,304	185,151,565	192,002,797	200,506,134	209,949,728
Balance: Surplus or (Deficit)	0	0	0	0	(5,026,456)	(20,311,542)	(25,665,980)
Stabilization Fund Balance	21,224,443	26,293,049	22,001,156	10,834,934	0	0	0
Stabilization Fund (Use) or Deposit	(2,786,331)	5,068,606	(4,291,893)	(11,166,222)	0	0	0
Override (Enter an Amount)							
Years before next override							
Avg. Single Family Tax Impact		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
School Additions		\$600,000	\$600,000	\$800,000	\$800,000		
Town Additions		\$250,000					
New Growth*	0						

3. Level funded All State Aid, Ch. 70 4%, 3%, 2%, 1% thereafter.

What If Summary Page.							
	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Revenue	161,278,001	171,938,647	178,784,304	185,181,659	192,036,105	187,577,356	187,847,522
Expenses	161,278,001	171,938,647	178,784,304	185,181,659	192,036,105	200,541,279	209,985,231
Balance: Surplus or (Deficit)	0	0	0	0	0	(12,963,923)	(22,137,709)
Stabilization Fund Balance	21,224,443	26,293,049	24,578,455	16,405,054	3,854,733	0	0
Stabilization Fund (Use) or Deposit	(2,786,331)	5,068,606	(1,714,594)	(8,173,401)	(12,550,321)	0	0

4. Level funded All State Aid, Ch. 70 1% thereafter.

What If Summary Page.							
	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Revenue	161,278,001	171,938,647	178,784,304	185,177,465	192,028,962	185,583,735	186,967,576
Expenses	161,278,001	171,938,647	178,784,304	185,177,465	192,028,962	200,532,567	209,976,431
Balance: Surplus or (Deficit)	0	0	0	0	0	(14,948,832)	(23,008,855)
Stabilization Fund Balance	21,224,443	26,293,049	24,578,455	15,989,868	2,732,346	0	0
Stabilization Fund (Use) or Deposit	(2,786,331)	5,068,606	(1,714,594)	(8,588,587)	(13,257,522)	0	0

5. Cut Governor's State Aid by 10%, then CH. 70 1% growth thereafter

What If Summary Page.							
	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Revenue	161,278,001	171,938,647	178,784,304	185,169,620	192,021,097	184,787,343	186,759,521
Expenses	161,278,001	171,938,647	178,784,304	185,169,620	192,021,097	200,524,682	209,968,526
Balance: Surplus or (Deficit)	0	0	0	0	0	(15,737,339)	(23,209,004)
Stabilization Fund Balance	21,224,443	26,293,049	24,378,407	15,595,645	2,141,976	0	0
Stabilization Fund (Use) or Deposit	(2,786,331)	5,068,606	(1,914,642)	(8,782,762)	(13,453,668)	0	0

6. Level Ch.70 then 1% thereafter and cut Gov's UGGA by 10%

What If Summary Page.	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Revenue	161,278,001	171,938,647	178,784,304	185,171,978	192,023,413	183,333,411	186,386,867
Expenses	161,278,001	171,938,647	178,784,304	185,171,978	192,023,413	200,526,957	209,970,759
Balance: Surplus or (Deficit)	0	0	0	0	0	(17,193,546)	(23,583,892)
Stabilization Fund Balance	21,224,443	26,293,049	24,022,215	14,876,848	1,056,522	0	0
Stabilization Fund (Use) or Deposit	(2,786,331)	5,068,606	(2,270,834)	(9,145,367)	(13,820,326)	0	0

7. Free Cash is half of current year.

What If Summary Page.	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Revenue	161,278,001	171,938,647	179,345,344	185,196,489	192,036,829	191,469,957	187,975,882
Expenses	161,278,001	171,938,647	179,345,344	185,196,489	192,036,829	200,542,456	209,986,649
Balance: Surplus or (Deficit)	0	0	0	0	0	(9,072,499)	(22,010,767)
Stabilization Fund Balance	21,224,443	26,293,049	26,854,089	20,135,324	7,643,192	0	0
Stabilization Fund (Use) or Deposit	(2,786,331)	5,068,606	561,040	(6,718,765)	(12,492,132)	0	0



Town of Arlington, Massachusetts

FY22+ Budget Discussion



Town of Arlington, Massachusetts

Old business



Town of Arlington, Massachusetts

New Business



Town of Arlington, Massachusetts

Future Agenda items



Town of Arlington, Massachusetts

Adjournment



Town of Arlington, Massachusetts

Submitted by Kirsi Allison-Ampe, MD, Chair